

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
OCTOBER 10, 2001**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, October 10, 2001 at 1:30 p.m. Eastern Daylight Time (EDT) via teleconference. The meeting was led by Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

MINUTES

Mr. Wheatley called the meeting to order and introduced new committee member, James Todaro, after which all attendees introduced themselves. The minutes from the teleconference held on September 12, 2001 were reviewed and were approved as written. Final minutes will be sent to all members by the scribe.

OLD BUSINESS:

MOBILE LABORATORY ISSUES

Mr. Wheatley opened discussion regarding the e-mail received from Bob Wyeth with respect to Section 6.2.2.a of the Standards, which deals with the issue of where mobile labs are accredited. The attached Memorandum, as written by Larry Penfold, proposes changes to the effect that if the lab works exclusively in another state, it has to apply in that state. By comparison, Section 4.0.b of the Standards states that if a laboratory will be operating in its home state, then it will be up to the Accrediting Authority to decide whether it needs separate accreditation. Section 4.0.c states that separate accreditation by the home state is required for laboratories that would be working in other states. Discussion ensued. Susan Wyatt recommended that instead of restating something that has already been stated in Section 4 of the Standards and voted upon, a reference to section 4.0. b and c be put into Section 6. It was also recommended to somewhat reword these paragraphs at a later date, without changing their meaning.

FIELD SAMPLING STANDARDS

Nick Macelletti updated the Committee with respect to his conversation with Jeanne Hankins regarding the issue of the Field Sampling Standards. Ms. Hankins had indicated that she would post the Field Sampling Standards on the NELAC web page.

FIELD ACTIVITIES COMMITTEE

Mr. Wheatley reported that in reference to initiating further contact with the Field Activities Committee on the issues of mobile labs and field measurements, he would prefer to wait for them to contact him on these or any other issues they might wish to discuss. Nick Macelletti suggested

sending them an e-mail regarding this Committee's previous discussion where language had been suggested stating that a mobile lab is where a test is done in a controlled environment, whereas field measurements are not done in a controlled environment. Mr. Wheatley will send this e-mail.

AGENDA FOR NELAC 71

Possible topics suggested for the agenda are:

- 4.0 (Mobile labs issue)
- 4.1.1 (Grandfather Clause issue)
- The rest of the sections of Chapter 4

Mr. Wheatley will outline the agenda and send to members for their review and input. Any comments need to be e-mailed to him before November 1, so he can forward the agenda to Jeanne Hankins by the deadline.

COMMITTEE VACANCIES

There are still two vacancies remaining on the Committee: one voting and one contributing. Mr. Wheatley will forward a letter he received from Silky Labie outlining the recommended selection process for membership. It was suggested to send an e-mail to Membership and Outreach Committee, asking them to advertise these vacancies so they might be filled. Susan Wyatt offered to send the e-mail.

FUTURE TELECONFERENCES

The next teleconference is scheduled for November 14, 2001, at 1:30 p.m., Eastern Standard Time (EST).

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:08, EDT.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
OCTOBER 10, 2001**

Item No.	Action	Date to be Completed
1.	Gleason Wheatley to e-mail Field Activities Committee regarding possible language for mobile laboratories and field measurements definitions.	ASAP
2.	Gleason Wheatley will outline agenda and distribute to all members for review.	ASAP
3.	Susan Wyatt will send an e-mail to Membership and Outreach Committee, asking them to advertise current vacancies.	ASAP

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
OCTOBER 10, 2001**

Name	Affiliation	Address
Gleason Wheatley, Chair	State of Kentucky Dept. of Environmental Services	T: (502) 564-6120 F: (502) 564-8930 E: gleason.wheatley@mail.state.ky.us
David Hill	O'Brien and Gere Laboratories Inc.	T: (315) 437-0200 F: (315) 463-7554 E: hildr@obg.com
Nicholas Macelletti	State of Connecticut Dept. of Public Health	T: (860) 509-7386 F: (860) 509-7378 E: nicholas.macelletti@po.state.ct.us
James Meyer (Absent)	North Carolina ENR/DWQ Laboratory Certification	T: (919) 733-3908 F: (919) 733-6241 E: james.meyer@ncmail.net
Robert Pullano	General Engineering Laboratories	T: (834) 556-8171 F: (834) 766-1178 E: rlp@mail.gel.com
James Todaro	Alpha Analytical Labs, Inc.	T: (508) 389-5484 F: (508) 394-0965 E: jtodaro@mediaone.net
Susan Wyatt	Minnesota Dept. of Health	T: (612) 676-5674 F: (612) 676-5514 E: susan.wyatt@health.state.mn.us
Robert Wyeth (Absent)	Seven Trent Laboratories	T: (716) 691-2600 F: (716) 691-7991 E: rwyeth@stl-inc.com
Gabrielle Porath (Contractor Support)	Anteon Corporation	T: (702) 731-4150 F: (702) 731-4027 E: gporath@anteon.com